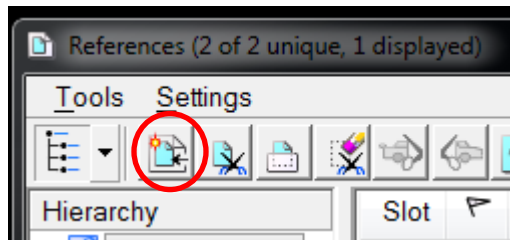# Creating a Geo-Referenced Cut Sheet
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File Creation and Referencing

1. Using the **CT_Sheet_Civil_2D_V8i.dgn** seed file, create a new file and open it. The seed file can be found under **Workspace\Standards\seed**

2. Reference the ground and design files and do fit all:

    a) Click the **Reference File** Icon on the Primary toolbar.

    b) On the Reference File window, hit the **Attach Reference File** Icon, then browse to the file you want to reference and highlight it and hit **Open**.

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c) Select the needed Reference Attachment Settings.

c) Check the scale at the bottom of the Reference File window; if it isn't 1 to 1, highlight the text and change it to 1 to 1 then data point on the window view and fit view again.
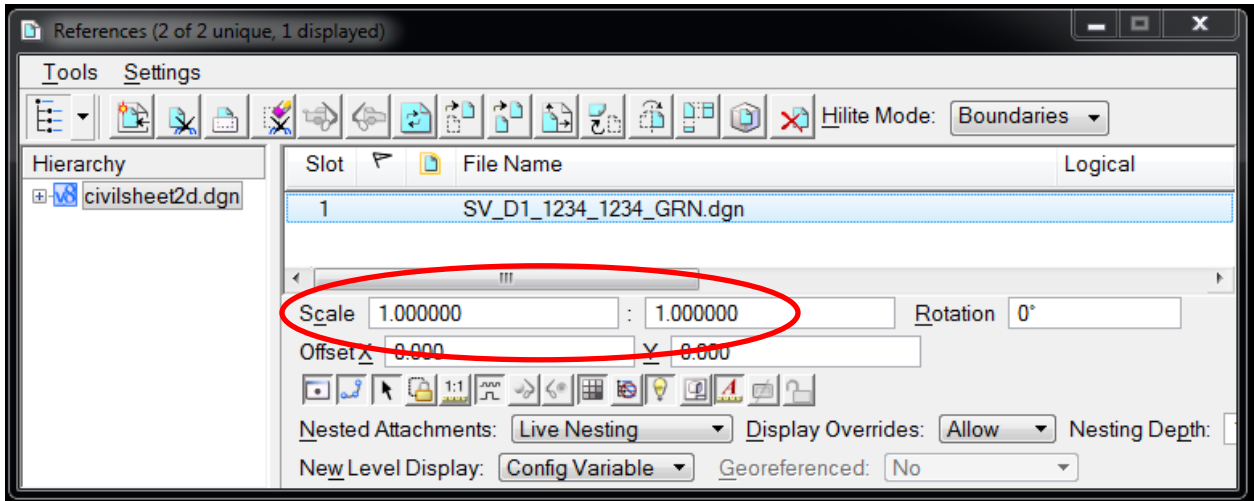
Set the Sheet Boundary Shape

CTDOT has created a "sheet boundary shape" which represents the outer most edges of the border. This "**shadowed**" shape is called a MicroStation transient element. The transient element does not print, however it is snappable. When plotting and printing, MicroStation recognizes the transient shape so you do not have to place a fence.

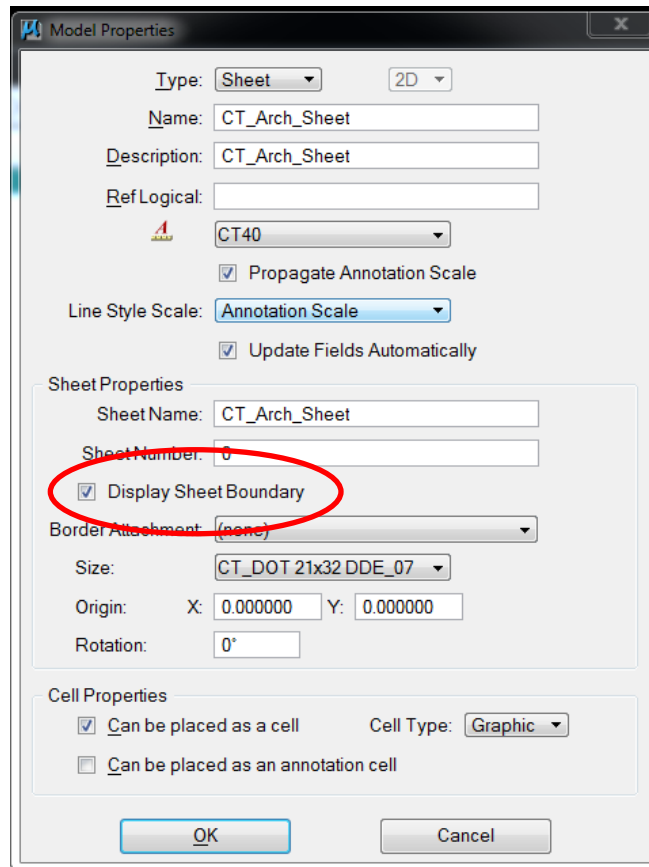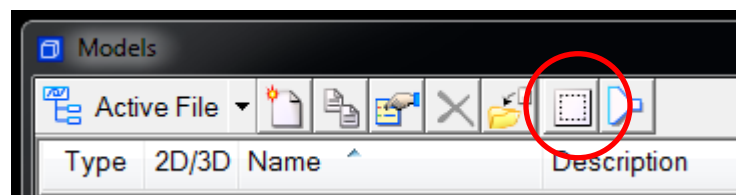1. Click on the **Models** Icon.

2. On the **Models** window, make sure the **CTDOT_Civil_Sheet** is highlighted**,** right click and select **Properties.** Toggle on Display sheet Boundary.

3. On the models dialog box click the **Define Sheet boundary** Icon.   Fit view to locate the cut sheet border definition shape.
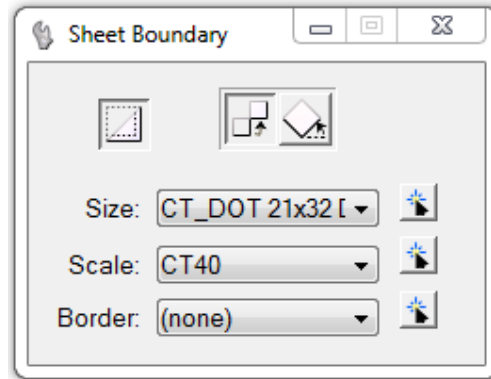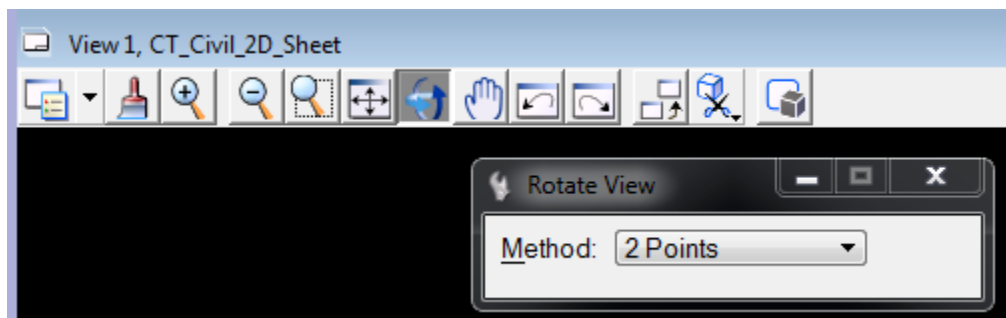
4. On the **Sheet Boundary** window click **Move** and click over the shape and move it to the desired location and click to release. If you need to rotate the boundary to get a better fit select **Rotate.**
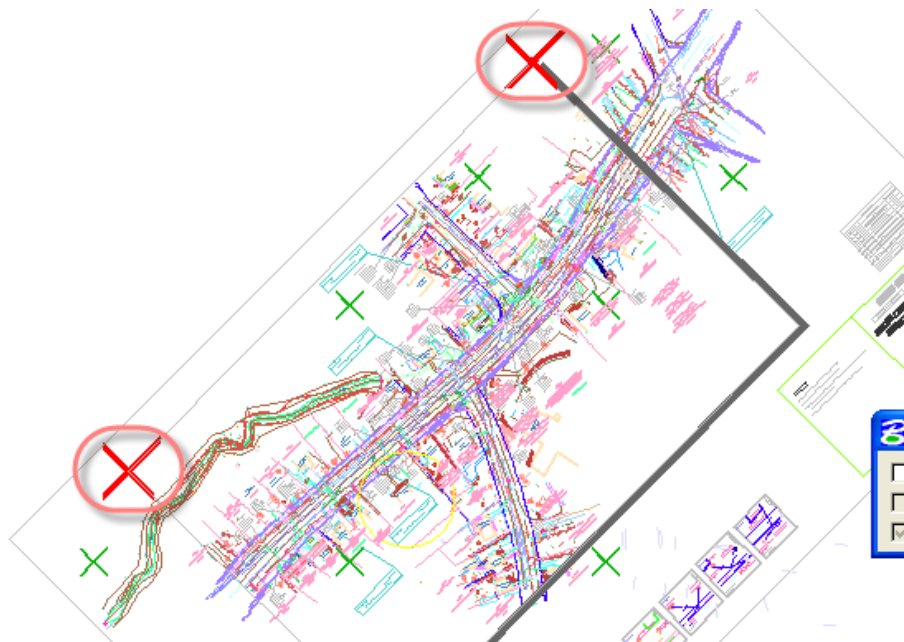

Rotate Your Window View

1. Click on the **Rotate View** Icon located on the top or bottom of your view window. Set the method to **2 Points**.

2. Tentative and data point to the left corner of the transient shape outline. Tentative and data point to the right corner of the transient shape to define the X-axis.
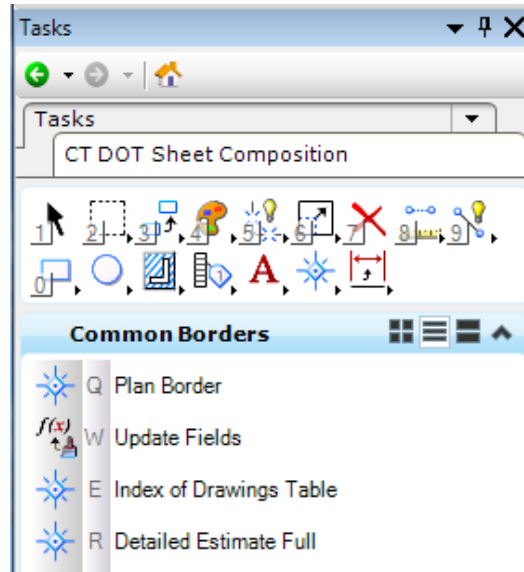
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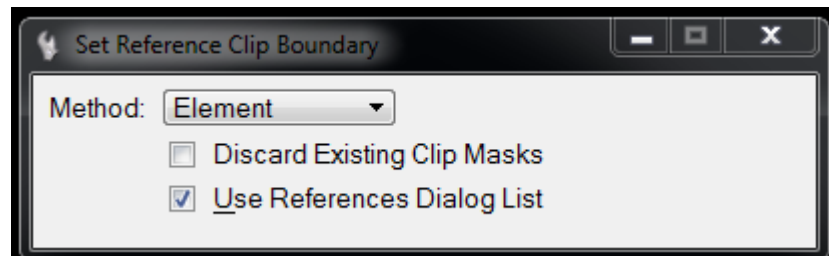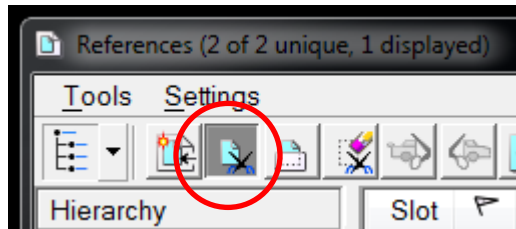## AEC APPLICATIONS
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Border Cell Placement

1. On the CT DOT Sheet Composition Task select **Common Borders.** Select the needed border cell.

2. Make the level **CT_CSHT_Clipping_Boundary** active. Place a shape around the reference elements you want within your clipping boundary.

3. In the **References** window, highlight the reference file(s) you wish to clip and select the **Clip Reference** Icon. Set the Method to Element. Follow the Prompts to select the clipping element.
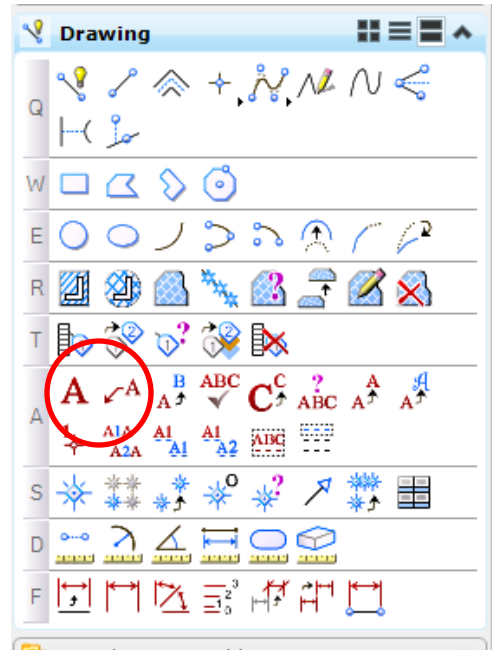
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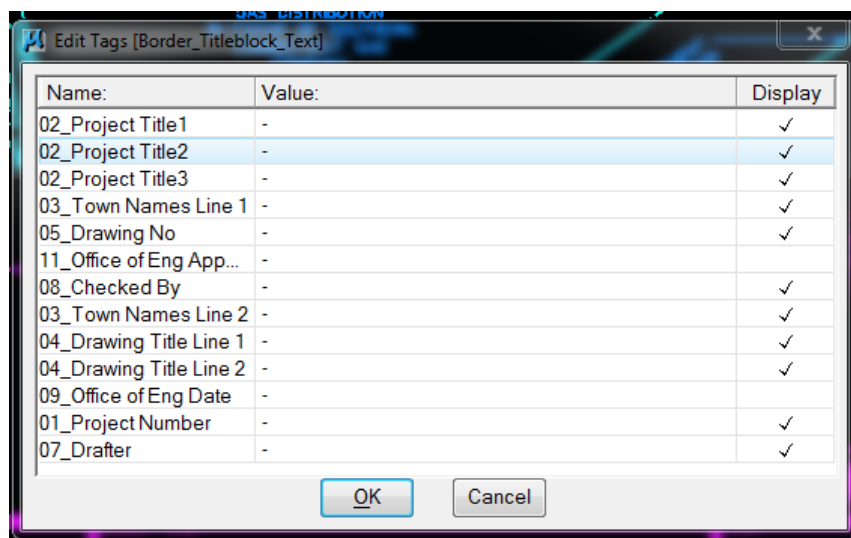## Title Block Tag Information

1. Fill in the border text by selecting the **Edit Tags** tool.

2. Click on any one of the small text tag dashes located within the title block.

3. On the **Edit Tags** window in the **Value** column, fill in your project information. Hit the tab key to go to the next line, or you can use your up/down keyboard arrows.

4. If there are fields you are not using, you can turn them off by unchecking the display column.

5. Hit **OK** when through.